

Community College	Program Name	Occupation Description <sup>2</sup>	Job Outlook <sup>1</sup>		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 <sup>3</sup>
Bay de Noc	Accounting	<u>Accountants and Auditors</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35,215	897	\$25.03
	Automotive Technology	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles.	26,483	754	\$18.20
	Computer Aided Design	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2,842	78	\$18.28
	Computer Application	<u>Data Entry Keyers</u> Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.	6,377	153	\$12.26
	Correctional Officer	<u>Correctional Officers and Jailers</u> Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. Illustrative Examples: Convict Guard; Custodial Officer; Prison Guard	12,217	240	\$19.23

<b>Entrepreneurial Small Business</b>	<u>Managers, All Other</u>  All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager	27,094	829	\$42.15
<b>Office Systems/Secretarial</b>	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide	39,448	694	\$18.08
	<u>Secretaries, Except Legal, Medical, and Executive</u> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary	60,082	1,046	\$13.64
<b>Water Technology Certificate</b>	<u>Water and Liquid Waste Treatment Plant and System Operators</u> Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste. Illustrative Examples: Disposal Operator; Filtration Plant Operator; Sewage Plant Operator	3,256	125	\$17.54
<b>Welding</b>	<u>Welders, Cutters, Solderers, and Brazers</u> Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. Illustrative Examples: Acetylene Burner; Arc Welder; Blow Torch Operator	14,746	406	\$17.16

<u>Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders</u> (Laser Cutter Machine Operator) Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Include workers who operate laser cutters or laser-beam machines. Illustrative Examples: Electron Beam Welder Setter; Laser-Beam Machine Operator; Ultrasonic Welding Machine Operator	5,630	155	\$23.27
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1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

*For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.*